

MAY 15, 2023

THE FOLLOWING POSITION IS AVAILABLE FOR THE 2023-2024 SCHOOL YEAR:

**1 – HIGH SCHOOL RTC EDUCATIONAL ASSISTANT  
(6.5 HOURS PER DAY/BASED ON STUDENT DAYS)**

**MUST MEET FEDERAL HIGHLY QUALIFIED REQUIREMENTS OF ESSA**

(HQ=2 years college (minimum of 60 credit hours), an associate's degree or passing the ETS Parapro Assessment Test)  
(ETS Parapro Tests are available at the MOISD)

THE QUALIFICATIONS AND RESPONSIBILITIES OF THE ABOVE POSITION (S) ARE AS FOLLOWS:

1. JOB QUALIFICATIONS AND RESPONSIBILITIES: ATTACHED
2. SKILLS TEST MAY BE REQUIRED
3. ANTICIPATED HOURS: 6.5 HOURS PER DAY
4. RATE OF PAY: \$15.71 PER HOUR AS SPECIFIED IN EESPA CONTRACT
5. FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT AT THE EMPLOYEES EXPENSE
6. REGULAR ATTENDANCE IS EXPECTED
7. IMMEDIATE SUPERVISOR: JESSICA KOLENDA, PRINCIPAL
8. WORK LOCATION: EVART HIGH SCHOOL

**FINGERPRINTING IS REQUIRED  
AT THE TIME OF EMPLOYMENT AT THE EMPLOYEES EXPENSE**

IF INTERESTED IN THE ABOVE POSITION (S), PLEASE DIRECT **LETTER OF APPLICATION, RESUME' AND APPLICATION** TO:

JESSICA KOLENDA, PRINCIPAL  
EVART HIGH SCHOOL  
6221 95<sup>TH</sup> AVENUE  
EVART, MI 49631

[kolendaj@evartps.org](mailto:kolendaj@evartps.org)

231-734-5551

DEADLINE: May 19, 2023 AT 4:00 P.M. or until filled

We reserve the right not to accept applications after the deadline.

Evart Public Schools prohibits discrimination on the basis of religion, race, color, national origin, sex, age, weight, height, marital status, or disability in its educational programs, activities or employment.

## JOB DESCRIPTION

TITLE: Responsible Thinking Coordinator

REPORTS TO: Principal, Superintendent, or Designee

- QUALIFICATIONS:
1. High School graduate (job-related college, and/or higher education training preferred).
  2. Demonstrates good negotiations skills.
  3. Demonstrates good communications skills.
  4. Ability to be self-directed.
  5. Demonstrates proper English usage, punctuation, spelling, and grammar.
  6. Demonstrates a sincere desire to assist all students and staff.
  7. Ability to adapt to changing situations and conditions.
  8. Ability to get along and relate with students, faculty and staff.
  9. Ability to supervise individual students and groups of students (including special needs students) in context of educational and behavioral programming.
  10. Experience in direct supervision of youths in organized programs and activities preferred.
  11. Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

GENERAL DESCRIPTION: To assist and support the students' development of responsible behaviors while in the school environment. The essential functions of the RTC coordinator may vary dependent upon the assigned building and the needs of the students.

### ESSENTIAL FUNCTIONS:

1. Demonstrates a basic understanding of the Responsible Thinking Process.
2. Responsible Thinking Process (RTC) training must be taken and procedures must be followed.
3. Uses and models the Responsible Thinking Process.
4. Make sure students understand and follow the RTC classroom rules.
5. Assist students with action plans.
6. Review students previous plans; able to suggest various interventions when appropriate.

7. Ability to work directly with students, staff personnel, principal and parents.
8. Ability to make parental contacts.
9. Assist with negotiation times for students and staff personnel.
10. Demonstrates ability to set up conference with teacher for negotiations of student plan.
11. Ability to work with staff to modify and adjust progress, plans, and schedules when needed.
12. Notifies the administration when student needs to be removed from RTC.
13. Demonstrates and promotes good social relationships between students.
14. Responds to students in a kind, fair, and interested manner.
15. Ability to reinforce and explain school rules to individual students.
16. Maintains respect at all times for confidential information.
17. Responsible for making paper copies for staff.
18. Conducts other duties related to the aide's duties as assigned by the principal, superintendent, and/or designee of schools.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to blood, bodily fluids, and tissue.

Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substances on the workplace throughout his/her employment in the District.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Evart Public Schools does not discriminate in its policies and practices with respect to hire, retention, compensation, terms or conditions of employment because of an individual's race, color, age, religion, sex, national origin, height, weight, or marital status. There shall be no discrimination against any individuals with disabilities who meet the skill, experience and other job-related requirements of a position held or desired and who, with or without reasonable accommodations, can perform the essential functions of a job. A handicapper needing accommodations for employment must notify the employer, in writing, of the need for accommodation within 182 days after the handicapper knew or reasonably should have known that an accommodation was needed.

J.RTC